



RETURN BIDS TO : - RETOURNER LES SOUMISSION À:

Canada Revenue Agency
Agence du revenu du Canada
See herein / Voir dans ce document

Proposal to: Canada Revenue Agency
We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein and/or attached hereto, the goods and/or services listed herein and on any attached sheets at the price(s) set out therefor.

Proposition à : l'Agence du revenu du Canada
Nous offrons par la présente de vendre à Sa Majesté la Reine du Chef du Canada, en conformité avec les conditions énoncées dans la présente incluses par référence dans la présente et/ou incluses par référence aux annexes jointes à la présente et ci-jointes, les biens et/ou services énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Bidder's Legal Name and Address - (ensure the Bidder's complete legal name is properly set out)
Raison sociale et adresse du Soumissionnaire - (s'assurer que le nom légal au complet du soumissionnaire est correctement indiqué)

Blank lines for bidder information

Bidder is required to identify below the name and title of the individual authorized to sign on behalf of the Bidder - Soumissionnaire doit identifier ci-bas le nom et le titre de la personne autorisée à signer au nom du soumissionnaire

Name /Nom

Title/Titre

Signature

Date (yyyy-mm-dd)/(aaaa-mm-jj)

( )

Telephone No. - No de téléphone

( )

Fax No. - No de télécopieur

E-mail address - Adresse de courriel

AMENDMENT TO REQUEST FOR PROPOSAL / MODIFICATION DE DEMANDE DE PROPOSITION

Form with fields: Title - Sujet (Employee Assistance Program (EAP) - Headquarters Region), Solicitation No. - No de l'invitation (1000349056), Date (December 23, 2019), Amendment No. - N° modif. (001), Solicitation closes - L'invitation prend fin (on - le 2020-01-17 at - à 2:00 P.M. / 14 h), Time zone - Fuseau horaire (EST /HNE Eastern Standard Time/ Heure Normale de l'Est), Contracting Authority - Autorité contractante (Name - Nom Steve Gilroy, Address - Adresse - See original document/ voir document original, E-mail address - Adresse de courriel - steve.gilroy@cra-arc.gc.ca), Telephone No. - No de téléphone (613) 218-3991, Fax No. - No de télécopieur (613) 948-2459, Destination - Destination (See herein / Voir dans ce document), THIS DOCUMENT CONTAINS A SECURITY REQUIREMENT. LE PRÉSENT DOCUMENT COMPORTE UNE EXIGENCE EN MATIÈRE DE SÉCURITÉ.



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## SOLICITATION AMENDMENT # 001

This solicitation amendment is raised to:

1. Address the following questions submitted during the solicitation period as per RFP;

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### 1. QUESTIONS AND ANSWERS

#### Question 1:

In Mandatory Criteria, item 3. Professional Counsellors qualifications, page 20 of 122, you list a requirement of 41. In Appendix 2: Point Rated Criteria, item 1. Professional Counsellors, page 28 of 122, you list a requirement of 65. Can CRA please clarify whether you require 41 or 65 professional counsellors to be submitted?

#### Answer 1:

The number should be **41** in both documents.

#### Question 2:

Due to the proximity of Gatineau, QC, to many of your offices in Ottawa, will CRA consider the provision of counsellors based in Gatineau to serve your CRA Headquarters employees?

#### Answer 2:

Yes, this would be acceptable.

#### Question 3:

Many of our clinicians hold memberships that expire on December 31, 2019. Would CRA consider these as acceptable for the purposes of submission; with new certificates to follow as soon as they can be procured following the proposal submission and holiday period?

#### Answer 3:

Yes, this would be acceptable.

#### Question 4:

Given the busy holiday season and considering accommodation of numerous employee vacations, would CRA consider providing an extension to the stated deadline of January 10, 2020?

#### Answer 4:

The RFP deadline will be extended to January 17, 2019 at 2PM EST.



## 1.0 AMENDMENTS TO THE RFP:

### 1.0 At the Cover Page; Solicitation closes – L'invitation prend fin;

**DELETE:** 2020-01-10

**INSERT:** 2020-01-17

### 2.0 At Appendix 2: Point Rated Criteria, Pg. 28; 1. Professional Counsellors;

**DELETE:**

a) The Bidder will receive points for proposing additional counsellors, over and above the minimum mandatory number of **64** that meet the mandatory criteria # 3 - Professional Counsellors Qualifications. To obtain points for this criterion, the additional counsellors must meet the requirements identified under mandatory criteria #3 a) and b).

When responding to this criterion, the Bidder is to complete and submit Table PR1A.

**INSERT:**

a) The Bidder will receive points for proposing additional counsellors, over and above the minimum mandatory number of **41** that meet the mandatory criteria # 3 - Professional Counsellors Qualifications. To obtain points for this criterion, the additional counsellors must meet the requirements identified under mandatory criteria #3 a) and b).

When responding to this criterion, the Bidder is to complete and submit Table PR1A.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**